# Lesson Plan

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| **Lesson Author** |

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| First and Last Name | Crystal Wester |

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| School Name | Two Rivers High School |

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| Class/Grade Level | Read 180/Freshman and Sophomores |

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| Unit of Study | Literacy and Technology |

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| **Lesson Title** |

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| Collaborating and Communicating through Google with 4th grade students |

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| **Unit Summary** |

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| In this learning plan, the student will learn to:   1. Communicate through the internet using google and google docs 2. Proofread and edit work 3. Receive, edit, and send work through google docs 4. Make a presentation with google docs |

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| **Subject Area** |

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| Literacy and Technology |

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| **21st Century Skill(s)** |

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| 1. Understand advantages of e-mail 2. Understand advantages of Google docs 3. Proofreading 4. Editing 5. Google Docs 6. Making presentations through Google docs 7. Collaboration 8. Communication using technology (Gmail and Google docs) |

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| **Approximate Time Needed** |

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| Seven 50-minute class periods |

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| **Targeted ISTE/NETS Standards http://www.iste.org/standards/nets-for-students.aspx** |

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| **1.Communication and Collaboration**  Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.  a. Interact, collaborate, and publish with peers, experts, or others employing a variety of  digital environments and media.  **2. Creativity and Innovation**  Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology  a. Interact, collaborate, and publish with peers, experts, or others employing a variety of  digital environments and media |

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| **21st Century Student Objectives/Learning Outcomes** |

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| Students will be able to:   1. Access email and email attachments 2. Read, proofread, and edit a word document 3. Proofread and edit work with sensitivity to the author’s feelings 4. Make a presentation with Google docs showing and explaining edits 5. Convert a word document into a Google doc |

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| **Curriculum-Framing Questions** |

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| **Essential Question** | How has and how can email and Google docs change education? |

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| **Unit Questions** | 1. When should a person use this type of technology? 2. What would misuse of this technology look like? 3. How can people use this technology in different situations? 4. How is this digital tool able to improve collaboration and   communication? |

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| **Lesson Content Questions** | 1. What are some advantages and disadvantages of Google   docs?   1. Why should you always be sensitive to the writer when   editing work?   1. Why is it important to know/understand how to proofread |

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| **Assessment Plan** |

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| **Assessment: Formative and Summative (Include all additional worksheet/assessment tools as attachments).** |

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| **Formative:**  Classroom observations   1. Students are able to edit and make corrections to documents in Google docs. 2. Students are on task. 3. Students are able to explain and show corrections made to a document 4. Students are able to present with Google docs 5. Students are able to send a Google doc 6. Students are able to explain how email and Google docs can change education (discussion).   **Summative:**   1. Students are able to pass the On Demand (district assessment) 2. Students are able to present what they learned |

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| **Lesson Details** |

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| **Prerequisite Skills** |

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| Students must be able to:   1. Log into the school network and school email 2. Know/Understand proofreading (taught in previous lessons) |

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| **Instructional Procedures** |

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| Activity 1: Review Gmail  Activity 2: Revisit Proofreading  Activity 3: Google Docs  Activity 4: Proofread story from Ms. Walesh’s 4th graders  Activity 5: Making corrections in Google docs  Activity 6: Making presentations with Google Docs  Activity 7: Presentations |

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| **Accommodations for Differentiated Instruction** |

**Special Needs students:** All students in this class have a learning disability in the area of reading. Adaptations will be made according to individual students and their IEP’s.

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| **Materials and Resources Required For Lesson** |

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| **Technology – Hardware** (Click boxes of all equipment needed) |

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| ▢ Camera  x▢ Computer(s)  ▢ Digital Camera  ▢ DVD Player  x▢ Internet Connection | ▢ Laser Disk  x▢ Printer  x▢ Projection System  ▢ Scanner  ▢ Television | ▢ VCR  ▢ Video Camera  ▢ Video Conferencing Equip.  ▢ Other |

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| **Technology – Software** (Click boxes of all software needed.) |

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| x▢ Database/Spreadsheet  ▢ Desktop Publishing  x▢ E-mail Software  ▢ Encyclopedia on CD-ROM | ▢ Image Processing  x▢ Internet Web Browser  ▢ Multimedia | ▢ Web Page Development  x▢ Word Processing  x▢ Other |

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| **Printed Materials** | Printed directions of learning activities |

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| **Supplies** | Computer, pen, email access |

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| **Internet Resources** | [www.trschools.k12.wi.us](http://www.trschools.k12.wi.us)  Google Docs  [www.google.com](http://www.google.com)  www.gmail.com |

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| **Other Resources** | Ms. Walesh’s 4th grade class  Ms. Wester’s Class Wiki for atomic learning tutorials |

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